



Manager's Report

for Council Meeting of February 14, 2006

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Auto King	Justice of the Peace
BP Auction Imagery	Kaiser Books + Computers
Celtic Rhythm School of Dance	Key Title
Computer and Building Networks	McLaughlin Legal Consulting
Dashing Figure	Mother Earth Management, LLC
Davis Productions	Mountain View Ear, Nose & Throat, PC
Dianne Blackwell-Mary Kay	Peyton Professional Services
Dianne Blackwell-Premier Designs	Strategic Consulting, LLC
Holistic Health Practices	Stunkle, Sean
Holli B. Shan, ESMT	Tap Vending, LLC
J.D.V. Contracting	The Common Sense Company
Jet Kesar Cleaning Services	Universal Composition Services

HUMAN RESOURCES

New hires and terminations for the period of January 16 to February 6, 2006

New Hires

James Neal, Jr.
Edward Wade
Erik Muller
Lucas Emblidge
Michael Kibble
Cleon Williams
Andrew Zucco
Charles Fitch

Position

Maint. Wkr I
UT Maint. II
Police Officer
Police Officer
Police Officer
Police Officer
Police Officer
Police Officer

Department

Streets & Grounds
WPCF
Police
Police
Police
Police
Police
Police

Promotions

None

Transfers

None

Separations

Lyle Anderson	Utility Plant Op. Trainee	WTP
Betty Potter	Police Records Assistant	Police
Joy Miller	Administrative Associate II	Executive

Retirements

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JANUARY 18, 2006 – FEBRUARY 7, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Parcel C, the Property of Hazen Dean, James R. Herzog and Donald L. Irvin, Trustees of Cornerstone Chapel (File # 13711-1-0) (742 Miller Drive SE)	Easement Plat and Deed	2 nd	Proposal to create a 10-foot waterline easement and vacate a portion of existing easement related to the church daycare addition.
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Road NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct 91,816 square feet of office and retail uses in two 3-story buildings on 5.4 acres.
Leesburg Veterinary Specialists TLPF-2005-0005 (165 Fort Evans Road NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct an 18,300 square foot veterinary clinic.
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Plan	2 nd	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.
Enterprise Rent-A-Car TLZM-2006-0001	Special Exception Referral	1 st	
Turner Wilson	Deed of Correction	1 st	Proposal to correct surveying errors for various created public easements.
Oaklawn at Stratford MUC 5	Request for Authorization of Preliminary Final Development Plan	1 st	
Loudoun County High School Building Addition TLES-2005-0019	Easement Plat	3 rd	Proposal to create certain easements associated with the school building addition.
Town of Leesburg Executive Airport TLBA-2005-0001	Boundary Line Adjustment	6 th	Proposal to adjust certain boundaries lines.
Fort Evans Plaza II (400-500 block of Fort Evans Road) TLPF-2005-0017	Preliminary/Final Development Plan	1 st	Proposal to construct 298,441 square feet of retail/office uses on 35 acres.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JANUARY 18, 2006 – FEBRUARY 7, 2006			
Project Name (Address/Location)	<u>Project Type</u>	Submission Number	Proposal Description
Georgetown Mews, Lot 10 (403 South King Street, SW)	Correction Plat	2 nd Signature Sets	Proposal to correct a boundary line surveying error between the South King Street right-of-way and Lot 10 of Georgetown Mews.
Loudoun County High School Building Addition TLES-2005-0019	Easement Plat	3 rd	Proposal to create certain easements associated with the school building addition.
Town of Leesburg Executive Airport TLBA-2005-0001	Boundary Line Adjustment	6 th	Proposal to adjust certain boundaries lines.
Town of Leesburg Executive Airport TLBA-2005-0002	Boundary Line Adjustment	6 th	Proposal to adjust certain boundaries lines.
Oaklawn at Stratford, Landbay D	Request for Authorization of Preliminary Final Development Plan	1 st	

Arcadia Office Building, Sycolin Road TLPF-2005-0010	Preliminary/Final Development Plan	2 nd	Proposal to construct a 29,646 square foot office building.
Dale Lumber Company, Inc. TLSE-2006-0002	Special Exception	1 st	
Fort Evans Road Improvements	Capital Improvement Plan	5 th	
Parcel C, the Property of Hazen Dean, James R. Herzog and Donald L. Irvin, Trustees of Cornerstone Chapel (File # 13711-1-0) (742 Miller Drive SE)	Easement Plat and Deed	2 nd	Proposal to create a 10-foot waterline easement and vacate a portion of existing easement related to the church daycare addition.
Cornwall Medical Center TLPF-2005-0012 (224 Cornwall Street NW)	Preliminary/Final Development Plan	2 nd	Proposal to construct a 3-story 100,000 square foot medical office building addition onto the existing Loudoun Memorial Hospital complex.
Dulles Greenway/Battlefield Parkway Interchange TLPF-2005-0015	Preliminary/Final Development Plan	2 nd	Proposal to construct an interchange for the Dulles Greenway at the intersection with the future Battlefield Parkway.
Leesburg Plaza Shopping Center TLRD-2005-0010	Revisions to Approved Development Plan	2 nd	
Catoctin Retail Center TLBA-2006-0001	Boundary Line Adjustment Plat	1 st	Proposal to adjust certain property boundaries.
Waterside at Tuscarora Creek (located adjacent to the Izaak Walton Park)	Minor Subdivision Plat	2 nd	Proposal to subdivide a large parcel into three smaller parcels.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
JANUARY 18, 2006 – FEBRUARY 7, 2006**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Trustees of Cornerstone Chapel (RPB-673-LC) (742 Miller Drive SE)	Easement Plat	3 rd	Recorded - Proposal to dedicate right-of-way and create and vacate various easements related to the church daycare addition.
Meadowbrook Estates, Tract B, Block 6, Lots 2, 3, 4 and 5 TLBA-2005-0008	Boundary Line Adjustment Plat	1 st (Revised)	Recorded - Proposal to adjust certain property boundaries.
Leesburg Central TLPF-2004-0015	Preliminary/Final Development Plan	5 th Signature Sets	In approvable form - Proposal to construct two 3-story buildings with 22, 397 square feet of office use and related infrastructure.

ZONING DIVISION

Zoning Permits Issued Residential

1 SFD – Stowers - \$100,000

Zoning Permits Issued Commercial

6 Wirt Street - Office Building - \$400,000

Occupancy Permits Issued Residential

8 SFA – Potomac Crossing

8 SFA – Potomac Station

3 SFD – Stowers

1 SFD - Rosebrook

Occupancy Permits Issued Commercial

512 East Market Street – Leesburg Plaza –fit-up

SPECIAL EXCEPTIONS: 6 ACTIVE, 1 APPROVED

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, NE at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on home owner's association property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.

2. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center, the applicant, Vasily Mulyar, seeks to obtain special exception approval for a vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and an outdoor vehicle sales area. The application was accepted for review on March 15, 2005. A public hearing before the Planning Commission was held on September 22, 2005. At its regular meeting on October 6, 2005 the Planning Commission recommended conditional approval of this application by a vote of 4-2 (1 absent). The Town Council public hearing was held on November 8, 2005. The applicant requested a deferral of the vote on the application to the December 13, 2005 Council meeting, with another request to defer the vote until the January 10, 2006 Council meeting. At its regular meeting on January 24, 2006, the Council voted 7-0 to approve the application with conditions.

3. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE, the applicant seeks to obtain special exception approval to convert existing office use to a homeless warming center approximately 1,285 square feet in size. The application was accepted for review on September 8, 2005. First submittal referral comments were forwarded to the applicant on October 21, 2005. The application was resubmitted on November 23, 2005 and second submittal referral comments were sent to the applicant on January 4, 2006. Staff is awaiting a revised submission.

4. TLSE-2005-0006 Commerce Bank drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street, the applicant Commerce Bank, N.A. seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005 and first submittal review comments were sent on October 21, 2005. Staff is awaiting a revised submission.

5. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street, the applicant Loudoun Country Day School seeks to obtain special exception approval to make permanent two classroom buildings that were approved under TLSE-2001-02. The application was accepted for review on September 20, 2005. The Planning Commission public hearing was held on February 2, 2006 and a vote is expected at the next meeting.

6. TLSE-2006-0001 Enterprise Rent-A-Car. Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catoctin Circle and Harrison Street, the applicant Enterprise Rent-A-Car seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in the Virginia Village Shopping Center. The application is scheduled for a joint public hearing before the Council and the Planning Commission on February 28, 2006.

7. TLSE-2006-0002 Dale Lumber Company. Located at 16 Cardinal Park Drive, SE, the applicant, Dale Lumber Company, Inc. seeks to obtain special exception approval to make an outdoor storage area that was approved under #SE 2000-03 subject to a seven-year sunset provision permanent. The application was accepted for review on January 13, 2006.

REZONINGS: 3 ACTIVE, 1 PENDING

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed-use community containing 352 multi-Family units with 90 units in a two-over-two configuration to resemble townhouses, the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing was held on January 24, 2006 and a vote is expected on February 14, 2006.

2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise the transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.

3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005. At that meeting the Commission voted 6-0-1 to suspend its rules requiring a public hearing to be open 10 days and voted 6-0-1 to recommended approval of this application to Council. A Town Council public hearing was held on January 24, 2006. A vote is expected at the next regular meeting on February 14, 2006.

4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant S&H Loudoun, L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit a furniture store use. The plans were officially accepted for review on October 17, 2005. A Planning Commission public hearing is scheduled for March 2, 2006.

TOWN PLAN AMENDMENTS

The Zoning Division is not processing any Town Plan Amendments at this time.

ZONING ORDINANCE AMENDMENTS: 2 ACTIVE

1. ZOAM-2005-0002 Expansion of H-1 Overlay District. Council initiated amendments to the Zoning Ordinance at the October 12, 2005 regular meeting to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005. At that meeting the Commission voted 6-0-1 to suspend its rule requiring a public hearing to be open 10 days and voted 6-0-1 to recommended approval of this application to Council. The Town Council public hearing was held on January 24, 2006 and a vote is expected on February 14, 2006.

2. ZOAM-2006-0001 Administrative Sign Authority. Council initiated amendments to the Zoning Ordinance at the January 10, 2006 regular meeting to grant the Preservation Planner administrative approval authority for certain signage in the H-1 Old and Historic Overlay District. A public hearing before the Planning Commission was held on February 2, 2006 and at that meeting the Commission voted 7-0 to suspend its rule requiring a public hearing to be open 10 days and voted 7-0 to recommended approval of this application to Council.

BOARD OF ZONING APPEALS CASES

No cases filed at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next scheduled B.A.R meeting is Monday, February 20, 2006 at 7:30 p.m. A total of 15 cases are on the agenda.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 3 Public Facility Permits issued totaling \$85,143
- 35 work orders issued for meter sets
- 28 requests for occupancy inspection were issued.

Capital Projects Update

- Six plans and one right-of-way permit were received and reviewed with one request for water and sewer system computer modeling.
- The Loudoun County Board of Supervisors is expected to vote on the Rt. 643 Tank Special Exception on February 7.
- Staff continues to meet with County staff regarding the extension of utilities to Philip A. Bolen Park. The mid-year budget request for funding has been rejected by the Loudoun County Board of Supervisors.
- Utility Maintenance Building was awarded by Council to Waynsboro Construction and the award is on hold pending the acceptance of contract negotiations.
- Staff is proceeding with miscellaneous water system improvements with the latest improvements on Wirt Street.

UTILITY LINES DIVISION

Training

- Training with KEG sewer cleaning equipment on safety and proper usage.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

- sanitary sewer cleaning on East Market Street, Roanoke Drive, Wilson Avenue, the Adult Detention Center and in SW4
- assisting the Town of Lovettsville with removing debris from their water filtration building
- assisting the Water Pollution Control Facility on cleaning the pump stations and cleaning sludge from the hopper

Summary Programs

- There were 27 new connections to the Town's utility system.
- Staff responded to 1 water leak, 1 main line leak repair and 1 sewer line repair.
- Staff responded to 743 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of January 6, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Director	8/18/05	√	√	√	√	√	√
<i>Balch Library</i>	1	Library Reference Specialist	1/26/06	√					
<i>Eng & PW</i>	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
	1	Admin Assoc I	11/15/05	√	√				
	1	Maintenance Worker III (Streets Div)	1/12/06	Internal Recruitment	√				
<i>Finance</i>	2	Parking Enforcement Officers (PT)	12/30/06	√	√				
<i>Human Resources</i>	1	HR Director	6/30/05	√	√	√			
<i>Legal Department</i>	1	Deputy Town Attorney (PT)	1/13/06	√	√				
<i>Planning & Zoning</i>	1	Sr. Planner	10/21/05	√	√				
	1	GIS Technician	10/21/05	√	√	√	√	√	√
<i>Police</i>	3	Police Officer I	4/7/05	√	√	√			
	1	Police Records Assistant	1/9/06	√					
	1	Communications Tech	1/27/06	√					
<i>WPCD</i>	1	Utility Plant Operator or Utility Plant Operator Trainee	12/28/05	√	√				
<i>Total</i>	18								

John A. Wells